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**Jack Dothage**  
Interim Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** December 14, 2004  
**RE:** Open Purchase Orders Against Closed Grants, Jobs, and Projects

OA/Accounting has been running data warehouse reports to locate purchase orders that are open that contain a grant, job, or project that is closed. OA/Accounting has sent monthly notifications to agencies when a purchase order is open and the grant, job, or project is closed. We issued these notices in the past months to assist state agencies.

Because the majority of agencies are now correcting these open purchase orders in a timely manner, OA/Accounting will no longer send monthly notifications. We appreciate the effort that state agencies have made to correct these transactions to date. We are now asking for your continued cooperation by running these reports on a routine basis to ensure that the purchase order is closed promptly or the grant, job, or project is reopened. All correction documents must be in accept status by the applicable fiscal year end deadline dates.

To determine the purchase orders that are open against a closed grant, job, or project, agencies can run a financial data warehouse report. The selection criteria for the financial data warehouse reports have been posted to the SAM II Financial web site under Ad Hoc Report Listings; Access; Procurement.

As you know, the Purchase Order Rollover process is ran during the first week of July after the budget load is completed. All open purchase orders against a closed grant, job, or project must either be closed or the grant, job, or project re-opened prior to the cut off for purchase orders processed at the end of the fiscal year.

OA/Accounting anticipates the issuance of the Purchasing fiscal year end deadline memo and the Financial CYE/FYE Memorandum prior to April 1, 2005. These memorandums will list specific document processing deadline dates. Please ensure that the necessary documents to correct the above transactions are processed timely. We would appreciate it if all correcting documents associated with transactions posted prior to June 1, 2005, are corrected prior to June 15, 2005. If any transactions are generated in June for the reason included in this memorandum, please ensure that the documents needed to correct the transactions are processed immediately because the documents must be in accept status prior to the document deadline dates included in the Purchasing fiscal year end deadline memo and the CYE/FYE memorandum. During the months of April, May, and June each year, OA/Accounting will check the system to ensure that these purchase orders have been cleaned up. Immediate action is necessary in June to ensure that the grant, job, or project is re-opened to prevent errors during the Purchase Order Rollover process.

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Thank you for your continued cooperation. Please distribute this information to all appropriate staff in your agency. If you have any questions, please contact your Agency Customer Service Coordinator. Your Agency Customer Service Coordinator may contact the Division of Accounting, Agency Customer Service Coordinators Desk for assistance.